



Code: 1689

Family: Clerical and Office Administration
Service: Administrative
Group: Statistical, Technical and Mercantile
Series: Real Estate and Legal Series

CLASS TITLE: ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL

CHARACTERISTICS OF THE CLASS

Under general supervision, performs responsible and confidential secretarial and administrative responsibilities of a sensitive nature for a Deputy Corporation Counsel in the Law Department; and performs related duties as required.

ESSENTIAL DUTIES

- Transcribes detailed and complex legal correspondence, letters, minutes of meetings and notes on confidential matters
- Uses MS Word and Excel in order to prepare legal documents, compose correspondence and create spreadsheets
- Prepares Power Point materials including charts and presentations
- Organizes and maintains confidential records and files for the Deputy Corporation Counsel
- Screens telephone calls and visitors and schedules appointments in order to maintain supervisor's calendar
- Assists the Deputy Corporation Counsel in tracking legal briefs and motions
- Responds to confidential complaints, problems and inquiries from the general public, city officials, governmental agencies, and division attorneys and support staff
- Communicates the Deputy Corporation Counsel's directives and instructions to division attorneys and support staff
- Coordinates travel arrangements for attorneys within the division
- Verifies and maintains daily timekeeping records for division personnel
- Assigns and supervises work activities of clerical and administrative support staff
- Participates in the performance evaluation process for subordinate personnel
- Issues verbal and written warning for disciplinary purposes
- Conducts research and works on special projects, as required

***NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Graduation from an accredited college or university with a Bachelor's degree, plus two years of legal/administrative support and/or secretarial work experience; or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- Must be able to demonstrate skill in using MS Word, Excel and PowerPoint software
- Excellent organizational and communication skills required

CLASS TITLE: ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL**WORKING CONDITIONS**

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- Physical ability to operate a personal computer and related office equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *applicable procedures and methods used in administrative and clerical practices
- *applicable computer software applications and personal computer operations

Some knowledge of:

- legal terminology and court procedures
- departmental rules and progressive discipline procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- TIME MANAGEMENT - Manage one's time or the time of others

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

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Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2016